



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-5190

PERSUPPACTSANDIEGOINST 5530.1B CH-2
Code 21
28 November 1994

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PERSUPPACT SAN DIEGO INSTRUCTION 5530.1B CHANGE TRANSMITTAL 2

Subj: PHYSICAL SECURITY PLAN

1. Purpose. To promulgate change 2 to the basic instruction.
2. Change
 - a. Replace Chapter I, pages 1-1 thru 1-7 with CH-2, pages 1-1 thru 1-7.
 - b. Chapter IV, page 4-2, delete all of e. IDS Alarmed Buildings. to bottom of page.
 - c. Replace Chapter IV, page 4-3 with CH-2, page 4-3.

M. Hayes
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Distribution:

PERSUPPACTSANDIEGOINST 5216.1H, Lists I and II

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CHAPTER I

CONTROL MEASURES

1. Control Measures (Restricted Areas). The purpose of this chapter is to identify all mission essential areas within PERSUPPACT, San Diego. The Network is designated a NON-RESTRICTED area, with various critical areas designated RESTRICTED areas. All persons are forbidden to enter established restricted areas, inactive, and/or secured buildings unless their official duties require such entry.

All restricted areas will include procedures for conducting administrative inspections of persons entering and leaving such areas. Purpose is to detect/prevent the introduction of prohibited items (firearms, explosives, drugs, etc.) and to detect/prevent the unauthorized removal of government property/material. Administrative inspections should be conducted on a random basis daily, but at least weekly.

2. Area Security. Areas, buildings, and other structures on PERSUPPACT San Diego which are designated as restricted are listed below.

a. Level Three Areas. None. A Level Three restricted area is the most secure type of restricted area. Uncontrolled or unescorted movement constitutes access to the security interest. It may be within less secure types of restricted areas.

b. Level Two Areas. None. A Level Two restricted area is the second most secure type of restricted area. It may be inside a Level One area, but is never inside a Level Three Area. Uncontrolled or unescorted movement would permit access to the security interest.

c. Level One Areas. All funds and negotiable instrument storage areas (i.e. disbursing pay cage). All storage containers of all persons having custody of funds will be placed in a single room where physical security measures can be concentrated efficiently. A list of all Level One restricted areas follows:

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<u>Host Command</u>	<u>PSA Detachment</u>	<u>Bldg No.</u>	<u>Name</u>
R)Kirkland AB	PSD Albuquerque	926	Pay Cage
FLEASWTRACENPAC San Diego	PSD ASW	1	Pay Cage
R)NAVMEDCEN San Diego	PSD Balboa	2	Pay Cage
NAVHOSP Camp Pendleton	PSD Camp Pendleton	H100	Pay Cage
NAVWPNSTA China Lake	PSD China Lake	02481	Pay Cage
NAB Coronado	PSD Coronado	17	Pay Cage
R)No host command.	PSD Denver 13750 E. Rice Pl. Aurora, CO	Ste 100	Pay Cage
NAF El Centro	PSD El Centro	214	Pay Cage
NAS Miramar	PSD Miramar	K-175	Pay Cage
R)NAVSHPYD Long Beach	PSD Long Beach	1	Pay Cage
NAVSTA San Diego	PSD NAVSTA San Diego	56	Pay Cage
NAS North Island	PSD North Island	515	Pay Cage
NTC San Diego	PSD NTC	94	Pay Cage
NTC San Diego	PSD NTC	202	Pay Cage
R)COMSTRATCOMWING ONE	PSD Oklahoma City	830	Pay Cage
SUBASE San Diego	PSD PT Loma	400	Pay Cage
NAS PT Mugu	PSD PT Mugu	1	Pay Cage
MCBC PT Hueneme	PSD PT Hueneme	225	Pay Cage

(1) Persons authorized to enter Level One areas are those assigned duties requiring their presence while actively engaged in performing such duties.

(2) A Level One restricted area is the least secure type of restricted areas and serves as a buffer zone for Level Three and Level Two restricted areas providing administrative control. The following minimum security measures are required for all Level One RESTRICTED areas:

(a) A personnel identification and control system.

(b) Ingress and egress controlled by guards or other appropriately trained personnel.

(c) Procedures to control entry into the area by individuals (military, civil service, contractors, official visitors) who require access for reasons of employment/official business, individuals who render a service (vendors, delivery people), dependents, retired military and unofficial visitors.

d. Non-Restricted Areas. A non-restricted area is an area, which is under the jurisdiction of PERSUPPACT San Diego, but to which access is either minimally controlled or uncontrolled. Such an area may be fenced, but may be open to the uncontrolled movement of the general public at various times. A non-restricted area can be an area enclosed by a fence or other barrier, to which access would be minimally controlled by a check point which would only ensure the visit or access was for official business or other authorized purpose. In such cases further security authorization would not be required for access (e.g., a security clearance). Non-restricted areas will not be located inside restricted areas. All areas not designated as restricted areas are designated as non-restricted areas aboard PERSUPPACT, San Diego. A list of all non-restricted areas follows:

<u>Host Command</u>	<u>PSA Detachment</u>	<u>Bldg No.</u>
FISC San Diego	PSA Staff	1/2nd fl South Wing/East End
R)Kirkland AFB	PSD Albuquerque	926
FLEASWTRACENPAC SD	PSD ASW	1
NAVHOSP Camp Pendleton	PSD Camp Pendleton	H-100
R)NAVMEDCEN San Diego	PSD Balboa	2/Level G
BRANCH HOSP 29 Palms	PSD Camp Pendleton	1561 T-1

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NAVWPNSTA China lake	PSD China Lake	02481
NAB Coronado	PSD Coronado	17
R) Located off base	PSD Denver	Suite 100
NAF El Centro	PSD El Centro	214
MCAS Yuma	PSD El Centro	153
NAS Miramar	PSD Miramar	K-175
NAS Miramar	PSD Miramar	630/RM17
NMCRRC San Diego	PSD Miramar	N/A
R) NAVSHYD Long Beach	PSD Long Beach	1
NAVSTA San Diego	PSD NAVSTA San Diego	56
NAVSTA San Diego	PSD NAVSTA San Diego	3135
NAS North Island	PSD North Island	515
NAS North Island	PSD North Island	251
NTC San Diego	PSD NTC	94
NTC San Diego	PSD NTC	202
R) COMSTRATCOMWING ONE	PSD Oklahoma City	830
NAVSUBASE San Diego	PSD PT Loma	400
NAS PT Mugu	PSD PT Mugu	1
MCBC PT Hueneme	PSD PT Hueneme	225

e. Posting of Restricted Areas. Restricted areas within PERSUPPACT San Diego (including buildings) will be posted simply as "Restricted Area" at all external points of ingress. Posting of signs will be in accordance with paragraph 0307 of reference (a).

f. Personnel Inspections. To detect and prevent unauthorized removal of government property and material, administrative inspections will be conducted on a random basis at least weekly.

g. Movement Control within Security Areas. Security

personnel will have the full cooperation and participation of other military and civilian personnel. All personnel in security areas will be instructed to consider each unidentified or improperly identified individual as a trespasser and report him/her to their supervisor, or other appropriate authority. Testing of these procedures will be accomplished during physical security and anti-terrorism drills and exercises of the security force, and through inspections or other reviews of the physical security function by CINCPACFLT.

h. Standards for Passes/IDs (Restricted Areas)

(1) The following applies to the pass/ID system of identification at PERSUPPACT San Diego:

(a) Permanent passes/IDs will contain information items set forth in paragraph 0504 of reference (a).

(b) Temporary passes/IDs. Official visitors to restricted areas will be required to prominently display ID cards on their outer garments and be escorted.

i. Personnel Identification and Control Procedures. The following procedures will be used for positive identification and control of personnel entering or departing security areas:

(1) Regular Activity Personnel

(a) Provide a method of establishing authority for entry.

(b) Provide a method of establishing identity of personnel requesting entry.

(c) Devise a system to record identity and time of entry and departure of personnel, visitors at all times and authorized personnel during non-duty hours.

(d) Provide a method to ensure positive knowledge of personnel remaining in or entering the security area after normal working hours to include the reason for such action. Permission for remaining in or entry after normal working hours will only be authorized by personnel who are officially designated by the Commanding Officer of the activity.

(e) Provide a method to deny access to areas or information to which an individual is not authorized.

(f) Provide a method to recover passes/IDs when they

are no longer valid.

(2) Visitors. For purposes of access to restricted areas, the term "visitor" includes all personnel who require infrequent access to security areas or to whom a permanent identification pass/ID for such areas has not been issued. In addition to the actions described in paragraph (1) above, the following requirements will also be followed for visitor control:

(a) A "visitor" pass/ID will be used as indicated in paragraph 2h(b).

(b) A record will be kept of area or person visited and authority for entry.

(3) Contractor Employees. Contractor employees performing work in a security area will be provided with distinctive passes/IDs. In a construction project that will involve a considerable number of personnel over a long period of time, the construction area will be fenced from the rest of the security area to eliminate the need for escorts. Where the contract work is small and for comparatively short periods of time, guard surveillance or escorts will be necessary if contractor personnel do not have the necessary access authorization.

(4) Utility and Maintenance Personnel

(a) Personnel performing work at irregular intervals or for a short period within a security area will be handled using the same procedures adopted for the control of visitors.

(b) Personnel performing services within a security area on a regularly scheduled or full-time basis will be handled using the same procedure adopted for regular activity personnel.

3. Control Measures (Personnel Identification and Movement Control.

a. Procedures for Entry and Exit

(1) Personnel Identification and Movement Control

(a) Military and Dependent Identification Cards. Military personnel and dependents are required to have a standard Armed Forces Identification Card in their possession at all times and shall be prepared to identify themselves on demand. Uniforms in themselves are not accepted as identification at PERSUPPACT San Diego.

(b) U.S. Government Identification Cards. Civil service employees will be issued U.S. Government Identification Card (Optional Form 55). All civilian employees of government instrumentalities within PERSUPPACT San Diego will have in their possession at all times, a photographic identification card issued in accordance with this manual.

(c) Temporary Passes/IDs. Civilian employees appearing for admittance without the prescribed personnel identification will be escorted to the person they wish to visit at which time that person is responsible for their customer.

(d) Termination of Employment. Upon termination of employment of a civilian employee, all vehicle decals issued to him/her will be surrendered on the last working day. Employees unable to produce identification media or vehicle decals upon termination of employment will provide the command with a written explanation for this inability. However, civilian employees transferring to a position at another tenant command on base may retain their current vehicle decal after pass/ID records have been updated.

4. Admission Procedures. Admission will be granted to persons desiring service from PERSUPPACT, San Diego.

a. Armed Forces Personnel. Armed forces personnel on active duty or retired, normally will be admitted during normal working hours upon presentation of the standard Armed Forces Identification Card (active, reserve or retired).

b. Dependents. Unescorted dependents or widows of armed forces personnel, active duty or retired, normally will be admitted during normal working hours upon presentation of a Uniformed Services Identification and Privilege Card, DD Form 1173.

c. Reservists. Reserve personnel will be admitted upon presentation of Armed Forces Identification Card.

5. Control Measures (Vehicle Identification and Movement Control). Identification and control of personnel is related directly to the identification and control of privately owned motor vehicles on board activities. The authority to determine the type of identification system used for privately owned vehicles is addressed in references (i) and (j). Vehicle Identification and movement control will be the responsibility of the host command.

e. IDS Alarmed Buildings. The below listed buildings are alarmed with an IDS system which is linked to an alarm panel located at the Host Activity Police Division Headquarters.

<u>Host Command</u>	<u>PSA Detachment</u>	<u>Bldg No.</u>	<u>Name</u>
R)Kirkland AFB Cage	PSD Albuquerque	926	Pay
FLEASWTRACENPAC San Diego	PSD ASW	1	Pay Cage
R)NAVMEDCEN San Diego	PSD Balboa	2/Level G	Pay Cage
NAVHOSP Camp Pendleton	PSD Camp Pendleton	H-100	RM G233
NAVWPNSTA China Lake	PSD China Lake	02481	Pay Cage
NAB Coronado	PSD Coronado	17	Pay Cage
R)No host command	PSD Denver 13750 E Rice Place Aurora, CO	Suite 100	Pay Cage
NAS Miramar	PSD Miramar	K-175	Pay Cage
NAVSTA San Diego	PSD NAVSTA San Diego	56	Disb Off
NAVSTA San Diego	PSD NAVSTA San Diego	3135	ID Lab
NAS North Island	PSD North Island	515	Pay Cage
NTC San Diego	PSD NTC	94	Pay Cage
NAS PT Mugu	PSD PT Mugu	1	Pay Cage
MCBC PT Hueneme	PSD PT Hueneme	225	Pay Cage

f. Emergency Power. An emergency/backup generator is on line to provide uninterrupted power to all IDS's when normal AC power is lost or interrupted.

g. Continuous Alarm. All IDS transmission lines, equipment and component housings are alarmed, regardless of mode, 24 hours a day.